BUSINESS LICENSE APPLICATION

CITY OF DIXON
600 EAST A STREET
DIXON, CA 95620
(707) 678-7000
www.cityofdixon.us

DATE:	(*Check one*) New Ownership ☐ New License ☐ US Veteran ☐ Revisions ☐ Non Profit ☐
BUSINESS NAME:	*(Must have 1 of the 4 ID #'s below)*
BUSINESS ADDRESS: (**No P.O. Box**)	SOC. SEC #:
CITY: ST: ZIP:	FED ID #:
BUSINESS PHONE: ( )	ST ID #:
E-MAIL ADDRESS:	NON PROFIT ID #:
MAILING ADDRESS:	**Ownership Type:** (√ one)
CITY: ST: ZIP:	Sole Proprietor ☐ Partnership ☐ Corporation ☐
OWNER'S LAST NAME:	Sales Tax #:
FIRST NAME:	California Contractor's License #:
HOME ADDRESS:	**I have registered my Alarm with Police Dept. [ ]**
CITY: ST: ZIP:	www.dixonpolice.org
HOME PHONE: ( )	I have received the WWDP Application [ ] initials
DESCRIBE BUSINESS (Please be specific)	SWPPP WDID#:
	SWPPP WD APP #:
	SWPPP No Exposure Certificate (NEC #)
	NAICS/SIC CODE:

PRINCIPAL OFFICERS OR PARTNERS:

RESIDENCE ADDRESS/ PHONE #:

In applying for this license, I/we hereby state that the above information is true and correct, and agree to comply with all requirements set forth in Chapter 6.02 of the Dixon Municipal Code as applicable; as well as all other rules set forth in City, County, State or Federal regulations governing the same. The applicant is also advised that any business opening in Dixon is subject to the requirements of the Dixon Municipal Code regarding land use, and sign regulations. No signs shall be installed without City approval.

I am a United States Veteran (circle one) **Yes** ☐ **No** ☐
Please provide a copy of your DD-214

Signature Date

APPLICATION DOES NOT GUARANTEE ISSUANCE OF A BUSINESS LICENSE

PLANNING DEPARTMENT APPROVAL	DATE:
BUILDING DEPARTMENT APPROVAL	DATE:
POLICE DEPARTMENT APPROVAL	DATE:
FIRE DEPARTMENT APPROVAL	DATE:
PUBLIC WORKS DEPARTMENT APPROVAL	DATE:
ENGINEERING DEPARTMENT APPROVAL	DATE:
WASTE WATER DEPARTMENT APPROVAL	DATE:
COMMENTS:	
AMT PAID $ RECEIPT #	DATE:
BUSINESS LICENSE LOG # HOP#	HOP APPROVAL DATE:

Last update 12/8/2020

CITY OF DIXON, CALIFORNIA
CITY BUSINESS LICENSE EXEMPTION FEE

DATE:_____

A. If your business activity is of a **CHARITABLE NATURE**, please complete the following. If not, leave blank.

1. Type of activity: (concert, exhibition, lecture, dance, amusement or entertainment)
   Please explain:
   _____
   _____

2. Location of activity: _____

3. Date(s) of activity: _____

4. Applicant Type: (religious, fraternal, governmental, educational, military, state, municipal organization)
   _____
   _____

   Name:_____
   Address:_____
   Phone:_____

5. Use of proceeds from activity (receipts): _____
   _____

6. Will any person or firm receive profit or pay from the proceeds? **If yes, please explain:**
   _____
   _____
   _____

B. If business activity is of a type, other than charitable, that is **SPECIFICALLY SO EXEMPTED BY FEDERAL OR STATE LAWS**, please complete the following.

If not, leave blank.

1. Type of business: _____
2. Name of business: _____
3. Date(s) of activity: _____
4. Brief description of activities: _____
   _____
5. Description of law or statute section allowing exemption, if known:
   _____
   _____

Federal or State:_____

NOTE: SUPPLEMENTAL INFORMATION MAY BE REQUESTED.

WORKERS' COMPENSATION DECLARATION

I hereby affirm, under penalty of perjury, one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.

☐ I have and will maintain workers' compensation insurance, as required by Section 3700, for the duration of any business activities conducted for which this license is issued.

My workers' compensation insurance carrier and policy number are:

Carrier: _____

Policy Number: _____

☐ I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO $100,000, IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

Name: _____ Date: _____

Address: _____

_____

Signature: _____

GENERAL PROCESSES WHICH MAY REQUIRE AIR QUALITY PERMITS

Agricultural Products:	Grain/Seed/Nut/Food processing; Bulk receiving/storage/packaging/shipping
Chemicals and Plastics:	Fiberglass/Plastics products; Manufacturing/Processing/Repair; Agricultural (ammonia)-Pharmaceuticals; cultured Marble
Coating Operation:	Automotive/Metal/Wood/Plastic Products; Solvents; Varnishing; Degreasing
Boilers:	On site boilers (heat input>1,000,000 BTU/Hr)
Dry Cleaning:	Cleaning taking place on the premises (Perchlorethylene or Hydrocarbon)
Gasoline Storage and Dispensing:	Fuel dispensing/Bulk Storage
Incineration:	Any type of waste
Internal Combustion Engines:	Gasoline/Diesel/Natural gas powered engines 50 brake horsepower and larger including emergency generators
Mining and Mineral Processing:	Concrete Storage/Bagging/Mixing; Abrasive Blasting; Soil Mixing/Storage; Aggregate Processing; Asphalt Batch Plants; Concrete Batch Plants; Mining Operations
Woodworking:	Assembly/Sawing/Sanding
Natural Gas Dehydration System:	
Remediation:	Groundwater/Soil
Pharmaceutical:	Tablet Coating/Printing; Manufacturing; Sanitation
Plasma or Laser Cutting Tables	
Printing:	Offset Lithographic; Letterpress; Newspaper; Pad; Silk Screen
Portable Equipment:	Crushers/Grinders/Screeners; Internal Combustion Engines 50 brake horsepower and larger; Abrasive Blasting; Concrete Batch Plant

For questions on a process that you do not see above, please call the Yolo-Solano AQMD at (530) 757-3650 or toll free in the (530), (916), and (707) area codes at (800) 287-3650.

Yolo-Solano Air Quality Management District

1947 Galileo Ct., Suite 103
Davis, CA 95618
PHONE - (530) 757-3650; (800) 287-3650 FAX- (530) 757-3670

A Building Permit or Business License cannot be issued unless all requirements of the YOLO-SOLANO Air Quality Management District are met. If you answered YES to Questions 2 or 3 you MUST conduct an asbestos survey.

Q1. Description of work being done (building permit) or Nature of Business (business license).

Q2. Will your activity involve the demolition of a load bearing wall or structural member?

YES ☐ NO ☐

*** If you answered YES, then you must conduct an asbestos survey and submit the results with an Asbestos Demolition/Renovation For to the Yolo-Solano AQMD.**

Q3. Is your activity a renovation, remodel or tenant improvement of an existing structure?

YES ☐ NO ☐

*** If you answered YES then you must conduct an asbestos survey and submit the results to the Yolo-Solano AQMD for approval.**

Q4. Is a copy of the asbestos survey attached?

YES ☐ NO ☐

Q5. Does the business use, process or have equipment or products, which emit emissions or would otherwise require a permit from the Yolo-Solano AQME? (See attached list for potential permitted processes.

YES ☐ NO ☐

If YES, have you submitted an application for a permit?

Q6. Does your facility have any current permit(s) with the Yolo-Solano AQMD?

YES ☐ NO ☐

I, the undersigned, certify under penalty of perjury that the above information is true and correct.

_____ _____

Signature of Company Representative **Date**

If you are applying for a business license, the
California State Board of Equalization
has requested your read this …

THE CALIFORNIA SALES AND USE TAX MAY APPLY TO YOUR BUSINESS ACTIVITIES

CALIFORNIA SALES AND USE TAX

The sales or use tax applies to most retail sales and leases of tangible personal property, including purchases from out-of-state retailers for use in California.

The Sales Tax is imposed on retailer of tangible personal property in California. However, retailers are authorized to reimburse themselves for the sales tax by collecting it from the consumer.

Every person in the business of selling property of a kind subject to the tax must apply to the Board of Equalization for a seller's permit. Wholesalers as well as retailers are included. There is no fee for the permit, but the applicant may be required to furnish security to assure payment of the tax.

Failure to pay the tax when due may result in the assessment of interest and penalties, in addition to the tax obligation.

IF YOU ARE IN DOUBT HOW THE SALES AND USE TAX APPLIES TO YOUR BUSINESS, CONTACT US.

The best way to find out if the tax applies to your business activities is to contact the nearest Board of Equalization office and request written advice.

The Board staff will provide verbal responses to your questions and requests for advice. However, the law provides that the Board may relieve taxpayers to tax, interest, and penalties only where the Board finds that the failure to make a timely return or payment of sales or use tax was due to reliance on erroneous written advice by the Board staff.

To receive written advice, your inquiry must be in writing and must describe fully the specific facts and circumstances of the activities or transactions for which the advice is being requested.

OTHER CITY REGULATIONS MAY APPLY.
PLEASE CHECK AT CITY HALL IF YOUR ARE UNCERTAIN.
(707) 678-7000.

YOU SHOULD ALSO BE AWARE OF THE FOLLOWING INFORMATION:

1. All new signs must be approved by the Planning Commission unless the new sign is of the same size and style as a former sign on the property, and the former sign was approved by the City pursuant to Sec. 12.20 of the City's zoning ordinance.

2. The business use must be consistent with the City's zoning ordinance.

3. You will probably need a Building Code Compliance Inspection. Call (707) 678-7000.

Assembly Bill 1379 Requirement

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa /Home.aspx
The Department of Rehabilitation at www.Rehab.cahwnet.gov
The California Commission on Disability Access at www.ccda.ca.gov

STATE OF CALIFORNIA Edmund G. Brown, Jr., *Governor*

DEPARTMENT OF INDUSTRIAL RELATIONS
Division of Labor Standards Enforcement
San Francisco, CA 94142
Tel: (415) 703-4810
Fax: (415) 703-4807

Please take a moment to review the following information which is being provided in an effort to assist you in your efforts to begin your new business enterprise:

The State of California, through statutory mandates, requires that certain businesses and/or individuals Obtain a license, registration or certification through the Division of Labor Standards Enforcement (DLSE) prior to commencing business and to maintain that license in good standing:

DLSE requires licenses for:

- Farm Labor Contractors
- Talent Agent
- Industrial Homework
  - License to Employ Industrial Home workers
  - Permit to Work as an Industrial Home worker
- Employers, supervisors and transporters of minors working in door-to-door sales

DLSE requires registration of:

- Garment Manufacturers/Contractors
- Car Wash and Polishing businesses

DLSE provides certification of:

- Studio Teachers

DLSE collects bonds for businesses engaging in:

- Fee-Related Talent Services

Finally, please note that an Entertainment Work Permit is required of all minors wishing to work in the Entertainment industry and any employer wishing to employ a minor in the entertainment industry is Required to complete an Application for Permission to Employ a Minor in the Entertainment Industry.

Information on the licensing requirements and downloaded able application forms, instructions and other Documentation required to complete your application can be accessed on the DLSE website at http://www.dir.ca.gov/dlse/dlseLicensing.html. In addition, the DLSE provides a network of 18 District Offices which can provide further assistance if necessary. To find the office closest to you, please go to the DLSE website at http://www.dir.ca.gov/dlse/DistrictOffces.html.

GOOD LUCK IN YOUR NEW BUISINESS!!
WE WELCOME THE OPPORTUNITY TO ASSIST YOU!!

Julie Su
Labor Commissioner

Business Licensing & Permitting Tax & Fee Schedule	City of Dixon Business License Tax & Fee Table & AB 1379 State Mandated Charges							New Application Processing Fees [8.]	
	Business Type	New Businesses					Renewals		
		Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Note		Fees	Note
	Bars/Taverns	355.00	302.50	250.00	197.50		251.00	144.00	
	Carnivals/Fairs/ Amusements and Concessions	175.00	167.50	160.00	152.50	Plus $30.00 per day	41.00	144.00	
	Gas Stations	205.00	190.00	175.00	160.00		101.00	144.00	
	Grocery Stores	295.00	257.50	220.00	182.50		191.00	144.00	
	Grocery/Gas Combination	235.00	212.50	190.00	167.50		131.00	144.00	
	Living Accommodations	205.00	190.00	175.00	160.00		101.00	144.00	
	Restaurants w/o Liquor	235.00	212.50	190.00	167.50		131.00	144.00	
	Restaurants w/Liquor	355.00	302.50	250.00	197.50		251.00	144.00	
	Temporary Vendors	175.00	167.50	160.00	152.50	Per day	n/a	144.00	
	Vending Machines	145.00	145.00	145.00	145.00	Plus $5.00 per machine	41.00	144.00	
	Dances, Dancing Places	385.00	325.00	265.00	205.00		281.00	144.00	
	Events	175.00	167.50	160.00	152.50		71.00	144.00	
	Warehousing/Distributions Centers	175.00	167.50	160.00	152.50		71.00	144.00	
	Manufacturing/Assembling	205.00	190.00	175.00	160.00		101.00	144.00	
	Adult bookstores/Videos/Paraphernalia/	175.00	167.50	160.00	152.50		71.00	144.00	
	Tattoo Parlors/Palm Readers/Smoke Shops								
	Professionals- Doctors, Dentists, Attorneys,	175.00	167.50	160.00	152.50		71.00	144.00	
	Consultants, Architects (Per Professional)								
	Motorized Vehicle Sales (Personal, Recreational	235.00	212.50	190.00	167.50		131.00	144.00	
	Commercial, Industrial and/or Agricultural)								
	Taxicabs	175.00	167.50	160.00	152.50		71.00	144.00	
SP	Peddlers/Solicitors/Itinerant Merchants	269.00	261.50	254.00	246.50		71.00	44.00	Per person
	Massage Thereapists, Hair & Nail Salons	175.00	167.50	160.00	152.50		71.00	144.00	
	Contractors, Plumbers, Electricians	175.00	167.50	160.00	152.50		71.00	144.00	
	Retail Stores	175.00	167.50	160.00	152.50		71.00	144.00	
	Automotive, Tire Service	175.00	167.50	160.00	152.50		71.00	144.00	
	Property Mgmt., Real Estate Co., Apartments	175.00	167.50	160.00	152.50		71.00	144.00	
	H.O.P. Businesses	205.00	190.00	175.00	160.00		71.00	144.00	
	All Other Non-H.O.P. Dixon Businesses	175.00	162.50	160.00	152.50		71.00	144.00	
	Non-Dixon Businesses	205.00	190.00	175.00	160.00		71.00	144.00	

SP **Special Permit required in addition to business license.**
Highlighed Business Types must complete a Waste Water Discharge Permit application.

1. A separate license is required for each business location.
2. Duplicate license cost is $22.00.
3. Multiple businesses at one (1) location each require a business license.
4. NO LICENSE IS TRANSFERRABLE.
   *New Businesses Established by Dixon Residents Exempt from BL Tax Only Per Ordinace No. 17-011
5. Business License revision cost is $22.00
6. Home Occupation Permit (one time fee) $186.00
7. Family Day Care Home Permit (one time fee) $264.00
8. **AB 1379 State Mandated Charge $1.00 – NO EXCEPTIONS**
   ALL RATES INCLUDE AB 1379 State Mandated Fees, Taxes and New Application Processing Fee. *Business license tax is from Reso. 02-018.

Rev.11/16/2023